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Chief Executive

CABINET AGENDA

Date: Wednesday 20th September 2017

Time: 7.00pm

Venue: Council Chamber

This meeting will be webcast live on the internet.

Membership:

Councillor Riley	Chairman - Leader of the Council
Councillor Stanley	Finance, Policy and Resources
Councillor Dick	Health & Wellbeing
Councillor Mrs Egan	Housing and Council Homes
Councillor Howard	Street Scene, Waste, Floods and Water Management
Councillor Isaacs	Neighbourhoods & Safer Communities
Councillor MacLean	Customer Engagement and Commercialism
Councillor Skipp	Environment & Leisure
Councillor Smith	Regeneration & Business Liaison

Cabinet Enquiries:
Reference:
Publication Date:

John Riley Ext 2417/Ann Horgan ext. 2413
3/2017/2018
Tuesday 12th September 2017

**AGENDA
PART I
(Business to be taken in public)**

1. Apologies

2. Members' Interests

3. Minutes

To approve the Minutes of the meeting held on 19th July 2017.

4. Forward Plan

To review the Forward Plan

5. Public Health and Wellbeing

6. Environment

7. Transforming Our Community

See Item 11

8. Efficient and Effective Customer Focused Services

8(a) Financial Update

(Report of the Cabinet Member for Finance, Policy and Resources)

8(b) Corporate Scorecard Quarter 1

(Report of the Cabinet Member for Finance, Policy and Resources)

8(c) Budget and Policy Framework 2018/19

(Report of the Cabinet Member for Finance, Policy and Resources)

8(d) Authority to Represent the Council

(Report of the Cabinet Member for Finance, Policy and Resources)

9. Matters to be referred from /to Policy & Scrutiny Committees

A report from the Environment Policy and Scrutiny Committee held on 31st August 2017 is included.

10. Matters to be referred from /to the Standing Committees

**PART II
(Business to be taken in private)**

(Item to be considered with the press and public excluded from the meeting)

11. Provision of Temporary Housing Accommodation

(Exempt Information under Part 1 Schedule 12A

Paragraph 3 Local Government Act 1972 as amended)

**INFORMAL
CABINET SESSION**

All Councillors are welcome to take part in this informal question time session with Cabinet at the end of the meeting. All business to be concluded by 9pm.



CABINET

19TH JULY 2017

PRESENT:

Councillor Riley	Chairman	Leader of the Council
Councillor Stanley		Finance, Policy and Resources
Councillor Dick		Health and Wellbeing
Councillor Mrs Egan		Housing and Council Homes
Councillor Howard		Street Scene, Waste, Floods and Water Management
Councillor MacLean		Customer Engagement and Commercialism
Councillor Skipp		Environment & Leisure
Councillor Smith		Regeneration & Business Liaison

APOLOGIES: Councillor Isaacs.

ALSO PRESENT:

Councillors: Acott, Bayley, Blackwell, Mrs. King, Mumford, Palmer, Sheldon, Walter, Mrs G and N Watson.

15. MEMBERS' INTERESTS:

Cllr Smith declared a non-pecuniary interest under agenda item 6(b) as a Trustee of Richmond Hall given the proximity of the hall to the former RVS hall at South Benfleet Playing Fields referred to in the report.

16. MINUTES:

The Minutes of the Cabinet meeting held on 21.6.2017 were approved and signed by the Chairman as a correct record.

17. FORWARD PLAN:

To comply with regulations under the Localism Act 2011, the Leader of the Council presented a revised Forward Plan to the meeting which outlined key decisions likely to be taken within the next quarter 2017. The Plan was reviewed each month.

Resolved – To note and approve the Forward Plan.

18. RESPONSE TO CONSULTATION - BOROUGH WIDE DOG CONTROL ORDER FOR DOG FOULING, CONVERSION TO PUBLIC SPACES PROTECTION ORDER

Cabinet received a report detailing the response to consultation with relevant bodies and public consultation in respect of the conversion of the Council's existing Dog Control Order to a Public Spaces Protection Order (PSOP) under the Anti-Social Behaviour Crime & Policing Act 2014;

Resolved:

1. To note the responses received from the organisations consulted as part of the PSOP making procedure and proceeds with the conversion of the existing Dog Control Order to a Public Spaces Protection Order under the Anti-Social Behaviour Crime & Policing Act 2014.
2. To note the results of the public consultation on dog fouling.

19. UPDATE ON HALLS PREVIOUSLY LEASED TO THE ROYAL VOLUNTARY SERVICE (RVS).

Cabinet considered a report providing an update on Halls previously leased to the Royal Voluntary Service (RVS) at South Benfleet Recreation Ground, Richmond Avenue, South Benfleet, John H Burrows, Hadleigh and King George V Recreation Ground, Canvey Island.

Arrangements were being made for the demolition of the halls at JH Burrows and South Benfleet Recreation Ground.

The hall at King George V Recreation Ground, Canvey Island was vacated by the RVS on 30 June 2017. The Council was approached by Essex County Council Youth Service who were interested in its use for youth related activities. The facility was offered to the Canvey Island Youth Project to deliver the youth activities in partnership with Essex County Council on a ten year full maintenance and repair lease basis subject to ECC acting as guarantor for the duration of the lease.

As the CIYP was keen to access the building as soon as it became empty a short term licence²⁰ was drawn up to cover the period up until the lease has been agreed and signed by all parties. The CIYP had access to the building since 30 June 2017 and ECC were intending to use the building for National Citizen Service over the summer months.

Resolved: To note the content of this report.

20. LOCAL COUNCIL TAX SUPPORT SCHEME 2018/19 – CONSULTATION OPTIONS AND ARRANGEMENTS

The Cabinet considered a report presenting options to be consulted upon in relation to the 2018/19 Local Council Tax Support scheme; informing Cabinet of consultation arrangements and highlighting the financial implications associated with the scheme.

Resolved:

1. To approve the elements set out in paragraph 6.1 and Appendix B of the report for consultation.
2. To note the impacts stated in Appendix C.
3. To note the financial implications stated in section 8 of the report.

21. ANNUAL REPORT ON THE TREASURY MANAGEMENT SERVICE AND ACTUAL PRUDENTIAL INDICATORS 2016/17

The Cabinet considered and scrutinised the annual treasury report which is a requirement of the Council's reporting procedures. It covered both the treasury activity and the actual Prudential Indicators for 2016/17.

The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through Regulations issued under the Local Government Act 2003.

Resolved:

1. To approve the Treasury Management Activity Report for 2016/17
2. To approve the actual 2016/17 prudential indicators (shown at Annexe D to the report).

22. MATTERS TO BE REFERRED FROM/TO POLICY SCRUTINY COMMITTEES:

There were no matters.

23. MATTERS TO BE REFERRED FROM /TO THE STATUTORY COMMITTEES:

There were no matters.

Chairman



Castle Point Borough Council

Forward Plan

SEPTEMBER 2017

CASTLE POINT BOROUGH COUNCIL

FORWARD PLAN

SEPTEMBER 2017

This document gives details of the key decisions that are likely to be taken. A key decision is defined as a decision which is likely:-

- (a) Subject of course to compliance with the financial regulations, to result in the local authority incurring expenditure which is, or the savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates subject to a threshold of £100,000; or
- (b) To be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the area of the local authority.

The Forward Plan is a working document which is updated continually.

Date	<u>Item</u>	Council Priority	Decision by Council/ Cabinet	Lead Member(s)	Lead Officer(s)
Sept/ December 2017	<u>Financial Update</u>	Efficient and Effective Customer Focussed Services	Cabinet	Finance, Policy & Resources	Head of Resources
October 2017	<u>Flooding Update</u>	Environment	Cabinet	Street Scene, Waste, Floods and Water Management	Head of Environment
October 2017	<u>Treasury Management Report – Updates</u>	Efficient and Effective Customer Focussed Services	Cabinet	Finance, Policy & Resources	October 2017
September 2017/ February 2018	<u>Budget and Policy Framework</u> To make recommendations to Council on the Council tax and budget setting.	All	Cabinet/ Council	Finance, Policy & Resources	Head of Resources
November 2017	<u>Halls Review – Update</u>	Transforming Our Community	Cabinet	Environment & Leisure	Head of Environment

November 2017	<u>Local Council Tax Support Scheme 2018/19</u> Consideration of response to consultation on options and arrangements	Efficient and Effective Customer Focussed Services	Cabinet /Council	Finance, Policy and Resources	Revenues& Benefits Transformation Manager Head of Resources
February 2018	<u>Housing Revenue Account Rent Levels 2017/2018 Housing Capital Programme etc</u>	Transforming Our Community Efficient and Effective Customer Focussed Services	Cabinet	Housing and Council Homes / Finance, Policy & Resources	Head of Resources Head of Performance & Service Support & Interim Head of Housing

CABINET

20th September 2017

Subject: Financial Update

Cabinet Member: Councillor Stanley – Finance, Policy and Resources

1. Purpose of Report

This report is intended to:

- **Provide Cabinet with the latest medium term financial forecast in respect of the General Fund.**
- **Update Cabinet on developments of a financial nature, which may impact on the Council's financial plans in respect of either the General Fund or Housing Revenue Account.**

2. Links to Council's Priorities and Objectives

This report is linked to the Council's priority of Efficient and Effective Customer Focused Services. Sound and strategic financial management is essential in order to ensure that resources are available to support the Council's priorities and maintain or improve services.

3. Recommendations

- 1. That Cabinet note the report.**
- 2. That Cabinet approve the transfer from General Reserves into earmarked reserves of £218k to supplement the existing provision for the programme of works required in relation to the local development scheme.**

4. Background & basis of the financial forecast

- 4.1 The Financial Planning Strategy is incorporated within the Policy Framework and Budget Setting report which is approved by Council in February each year. The strategy requires the submission of a financial forecast, enabling the Cabinet to monitor latest estimates of future spending and resources, and take appropriate action to ensure that the Council's financial targets are met.**
- 4.2 The current forecast covers four financial years. A review of the business rates funding mechanism was in progress but it is understood that the General Election and Brexit have impacted on the overall work programme and timetable.**

5. Changes to approved budgets

- 5.1 The following budget changes have occurred since the last financial update report was presented to Cabinet in June 2017.

	£	Description
1.	(17k)	Changes to car parking charges – reported to Cabinet in June 2017. (full year impact from 2018/19 onwards £72k positive)

- 5.2 The financial forecast at Annexe A includes changes resulting from the 2016/17 out-turn and statement of accounts, including rolling forward of approved budgets into 2017/18. See also section 8.

6. Revenue/Capital Budgets “on-watch”

- 6.1 This section of the report would normally highlight revenue or capital budgets, HRA or General Fund, which are identified by the Head of Resources as “on-watch”. This term refers to expenditure and income budgets where there is reason to believe that performance may not meet expectations and where the impact on the Council’s overall financial plan is likely to be material.
- 6.2 For the purpose of this report, items will be included if they have a full year financial impact of at least **£50k** and / or are felt to be of particular interest to Cabinet.

	Description	Background and action being taken
1.	Non HRA Rent Rebates – impact of caps on subsidy	<p>Typically relates to benefits paid for claimants placed by the Council in B&B / temporary accommodation.</p> <p>The amount of subsidy which the Council can claim back is capped. Along with subsidy, the government make a separate grant payment (previously included within the subsidy but now split out and referred to as “Flexible Homelessness Support Grant”).</p> <p>The net impact of these factors is a negative variance to budget of £68k.</p> <p>The level of homeless cases continues to rise with an average of 74 in the first quarter of 2017/18 (49 for 2016/17, 36 for 2015/16 and 21 for 2014/15).</p>

7. Key Financial Developments

Updates to key financial developments are provided within the following paragraphs. Information reported in earlier financial update reports is not reproduced below.

Annual Statement of Accounts (SoA) – Outturn for 2016/17

- 7.1 The Council’s pre-audited accounts are published on the Council’s website and may be located here: <https://www.castlepoint.gov.uk/accounts>. Members are

encouraged to view the SoA online and raise any questions direct to the Head of Resources.

- 7.2 The Accounts are currently undergoing external audit are due to be presented for approval to the meeting of full Council on 27th September.

Local Development Scheme

- 8.1 A report was presented to Cabinet in June 2017 which highlighted work which was in progress or planned to be undertaken in relation to the Local Development Scheme. The financial implications section of the report indicated that the programme of work may give rise to costs of some **£330k**.
- 8.2 An earmarked reserve has been held for a number of years for costs incurred in relation to the local plan. Cabinet had previously approved a further increase of **£154k** into this reserve in March 2016. Currently **£112k** remains unspent and can be reallocated for the above purposes.
- 8.3 Cabinet are therefore asked to approve the transfer of an additional **£218k** from the General Fund reserve into the Local Development Scheme earmarked reserve to support the programme of work reported to Cabinet in June 2017.
- 8.4 The June report indicated the following estimated costs required for the Local Development Scheme which are expected to be incurred over the next two financial years:

Table 8.1 – Extract from June 2017 Cabinet Report		
Task	Document	
	Framework	Supplementary planning documents (SPDs)
	£	£
Evidence base work	50,000	20,000
Statutory assessment consultancy	30,000	0
“Duty to co-operate” work	20,000	0
Consultation work	30,000	30,000
Temporary staff	20,000	10,000
Programme officer	30,000	0
Examination	90,000	0
Sub total	270,000	60,000
Overall total		330,000

9. Financial Risk Factors

9.1 The budget report presented to Cabinet / Council in February indicated some risk areas that the Cabinet should be mindful of until the position and risk relating to each has been clarified. These are shown in the table below.

Table 9.1 Adequacy of reserves – other local factors of significance	
Equal pay review	A great deal of work has been undertaken on pay harmonisation and single status. However, the Council has not undertaken a full job evaluation exercise as required by the 2004 National Agreement. This carries a potential risk that the Council will need to use general reserves to defend and/or settle any successful claims made against the Council. Since a job evaluation exercise has not been undertaken, there is no information available that can be used to form a view on the estimated future likely costs that the Council could face.
Potential for cost fluctuations in relation to service contracts	A significant element of the council's annual spend is transacted through contracts with other organisations. Fluctuations in markets (e.g. recycling) and changes in legislation (e.g. new living wage) can have a direct impact on the delivery costs of these contracts, necessitating an increase in the charge made to the Council. These changes are unpredictable.
Pension Fund Revaluation	The actuary undertook a valuation of the Pension Fund as at 31 March 2016 which indicated an improved deficit recovery period of 13.2 years, compared to 25 years predicted in March 2010. The implications included within the Council's financial forecast are based on the recommendations of the pension fund, effective from April 2017. The next valuation will be undertaken by the actuary in March 2019, effective for contributions from April 2020.
Potential for withdrawal of external or third party revenue income	The financial forecast currently assumes the continuation of a number of revenue streams from external organisations or third parties. Many of these organisations are striving to reduce their costs and it is possible that one or more of the aforementioned revenue streams may be lost.
Adequacy of insurance arrangements for major unforeseen risks	During 2003/04 it was discovered that no action was taken on written advice received from external consultants in April 2002 to close Waterside Farm Sports Centre in order to analyse and deal with a perceived asbestos problem. There was also a further issue relating to the premature opening of the centre before receipt of clearance certificates in respect of remedial work. No sums have been taken into account in assessing the minimum level of reserves for these potential costs.
Potential for incurrence of legal costs	<p>There is potential for a proportion of planning applications received not to be approved by the Council resulting in an appeals process which will necessitate the Council incurring legal costs. Should the outcome of the appeal not be favourable, there is potential for the Claimants legal costs to be awarded against the Council.</p> <p>There is also potential for the Council to incur costs in relation to other legal challenges including employment tribunals.</p>

Potential for District Council to “step into” the void left by other public organisations	<p>The combined pressure of reductions in funding and the increasing financial impact of welfare services and reforms on public organisations are significant. These organisations are striving to reduce their costs which may result in the discontinuation or reduction in some services to the public. As a consequence there may be political pressure or public expectation that the District Council will take on these discontinued functions.</p> <p>Often, the organisation is much larger than the District Council and has undertaken its own review of functions and services, resulting in the displacement of those which it has determined to be lower priority.</p> <p>The District Council must be mindful of its own financial position and the significant funding gap predicted from 2018/19. Assuming delivery of additional and unfunded functions, particularly where the District Council has no legal responsibility for delivery will worsen the council’s own financial position and be difficult to relinquish at a later date.</p>
Impact of Welfare Reforms on demand for Council Services	<p>These include the continuing freeze on Local Housing Allowance rates and the implementation of Dependant Child Limitation rules which affect residents on benefit who are in private rented accommodation and those with more than two dependent children, reducing in the amount of Housing Benefit they receive.</p> <p>Universal Credit full service roll out to all working age claimants is now planned to be complete by March 2022. Full service is expected to be implemented in Castle Point in May 2018, except for two postcodes that overlap with neighbouring Authorities which will implement full service in September 2017.</p> <p>The Council continues to see steadily increasing numbers presenting as homeless and with 100% occupation of its own housing stock, changes in the private renting sector, and implementation of a lower Housing Benefit Cap (£20k from November 2016), it continues to experience difficulty in finding suitable temporary and permanent accommodation.</p> <p>It is not possible to predict the full direct or indirect impact of these and other welfare changes on demand for Council Services, particularly Housing and Benefit advice longer term.</p>

10. Corporate Implications

a) Legal implications

This report is presented on behalf of the “section 151 officer” – the officer appointed to have responsibility for the Council’s financial administration. It is their duty to ensure that the Council is regularly informed and updated on these matters.

Matters referred to above which require the establishment of agreements between organisations are routinely referred to the Council’s Head of Law and Deputy Monitoring Officer.

b) Human Resources and equality implications

There are no Human Resource or equality implications arising directly from this report.

c) Timescale for implementation and risk factors

Risk factors inherent in the forecast are set out above.

Report Author: Chris Mills, Head of Resources

Background Papers:

- Policy Framework & Budget Setting 2017/18, incorporating the Financial Planning Strategy (February 2017).
- Policy framework & Budget Setting report to Cabinet – timetable and policy framework 2017/18 (September 2016).
- Bi-monthly Financial Update Reports to Cabinet.
- Spending Review High Level Update Report to Cabinet (January 2017).
- Planning Policy Update, including Local Development Scheme 2017 – Report to Cabinet – 21st June 2017

Medium term financial forecast					
	2016/17	2017/18	2018/19	2019/20	Notes
Line	Current policies and service plans	£'000s	£'000s	£'000s	£'000s
1	Total net expenditure / estimated exp. for future years	9,908	15,038	10,144	10,263
2	Changes to budget since Feb 2017	0	525	(55)	(72)
		9,908	15,563	10,089	10,191
	Funding sources				
3	Council Tax	7,094	7,319	7,538	7,761
4	Formula Grant - Revenue Support Grant / (tariff)	922	287	0	(515)
5	Baseline Funding Level - Redistributed Business Rates	2,046	2,012	2,182	2,259
6	Business Rates - Levy on retained income	(33)	(187)	0	0
7	New Homes Bonus	1,172	975	686	552
8	Capital grants and other grants and contributions	973	884	0	0
9	Net Collection Fund(s) surplus / (deficit)	(834)	192	0	0
10	Transfer (to) / from General reserve	(566)	25	0	0
11	Transfer (to) / from Earmarked reserves	(866)	4,056	(756)	(820)
12	Total funding sources	9,908	15,563	9,650	9,237
13	Budget / Funding Gap	0	0	(439)	(954)
	General Reserve	£'000s	£'000s	£'000s	£'000s
14	Balance at start of year	5,273	5,839	5,582	4,566
15	Contribution (to) / from General Fund (line 10 & 13)	566	(25)	(439)	(954)
16	Potential planning appeals & associated legal costs	0	(232)	(577)	(1,096)
17	Balance / (deficit) at end of year	5,839	5,582	4,566	2,516
	Earmarked Reserves	£'000s	£'000s	£'000s	£'000s
18	Balance at start of year	8,448	9,314	4,048	3,550
19	Contribution (to) / from General Fund (line 11)	866	(4,056)	756	820
20	Other expected usage of earmarked reserves - not allocated to the detailed budget	0	(1,210)	(1,254)	(465)
21	Balance at end of year	9,314	4,048	3,550	3,905
	Council Tax				
22	Tax at band D	238.68	243.36	248.13	252.99
23	Increase	1.96%	1.96%	1.96%	1.96%

Fluctuations year to year predominantly caused by phasing of maintenance spend and other expenditure "offset" by earmarked reserves

Offset by a contribution from the NNDR equalisation reserve

Minimum recommended balance for General Reserves is £2.5m

Based on assessment of potential appeal costs for 2016/17 - 2018/19 and indicative amounts for future years.

The precise timing of the use of earmarked reserves is, due to their nature, generally unknown.

Earmarked reserves are reviewed annually to ensure sufficiency and where need has diminished the reserve will be returned to General Reserves.

Target increases of approximately **1.96%** in future years (assuming a **2.0%** referendum limit remains in place). The tax at band D does not include the amount charged by Canvey Island Town Council.

CABINET

20th September 2017

Subject: Corporate Performance Scorecard Quarter 1 2017/18

Cabinet Member: Councillor Stanley - Finance, Policy and Resources

1. Purpose of Report

To set out the cumulative performance figures for the Corporate Performance Scorecard for quarter 1, 1st April 2017 to 30th June 2017.

2. Links to Council's priorities and objectives

The scorecard is explicitly linked to all the Council's priorities.

3. Recommendations

That Cabinet notes the report and continues to monitor performance.

4. Background

4.1 The Corporate Scorecard reports on performance indicators for important service outcomes that are relevant to the Council's priorities.

4.2 The indicators for the Corporate Performance Scorecard for 2017/18 were discussed and approved by Cabinet in June 2017.

5. Report

5.1 Summary of performance

5.1.1 The performance summary in Appendix 1 sets out the performance achieved by the Council against the measures in the scorecard. Of the fifteen indicators reported, twelve are at or above target, a further two are near target and one indicator did not meet the target. Trend in performance shows that there is decreasing performance for three indicators, similar performance for a further eight and improving performance in four measures.

Performance is set out against the priorities in the corporate plan as follows:

Public Health and Wellbeing

The percentage of food premises that are awarded a score of at least 3 on the food hygiene rating scheme continues to meet the target of at least 90% which is a strong performance.

The next indicator is a new one to the Corporate Scorecard and measures the effectiveness of preventing households from becoming homeless. This is an important measure and new legislation will see an increased focus on work in this area. Performance is currently strong with 85% of households prevented from being homeless.

Environment

The combined performance for Household waste recycled or composted is 51% and above the target of 49%.

The performance information for street cleanliness met the target with 9.7% of streets deemed unsatisfactory compared to a target of 10%. There was a slight peak in May where the changes to Refuse and Recycling rounds in the Borough resulted in some confusion with residents.

Although the number of reported fly tipping incidents rose in June, fly tipping and grass verge cutting Indicators generally demonstrate strong performance and that the contractual arrangements are continuing to be effective.

Transforming our Community

Tenant satisfaction with repairs and maintenance at 94% was a little under the target of 97%. However, this represents just one respondent that was dissatisfied and two respondents that were neither satisfied nor dissatisfied. Relevant jobs will be addressed with the contractor at the next contract meeting. The rate for voids completion was 18 days, which is a significant improvement on previous performance and exceeds the target of 21 days.

The percentage of planning applications processed within target times has three measures for this indicator. Performance has exceeded target in all three areas and demonstrates strong improvement.

The building control service ensured all applications were processed within statutory timescales.

Efficient and Effective Customer Services

The percentage of stage 2 complaints responded to within target times was 100% but the number of complaints dealt with at this level are very small. Further work is being progressed to develop a more comprehensive corporate database to record stage 1 complaints and progress in its development will be reported to Audit Committee.

The Council's First Contact team has again been very successful in limiting the number of calls that they must transfer to the back office to be dealt with; just over 4% of calls received were transferred.

The sickness rate of 8.7 days exceeds the corporate target of 7 days. However, the current rate of sickness absence is low. The rolling year figure is above target because there were high levels of sickness in July, August and September last year

5.1.2 Further commentary on performance is set out in the table in Appendix 1.

6. Corporate Implications

a. Financial implications

Good performance on some indicators can lead to reduced costs.

b. Legal implications

There are no direct legal implications at this stage.

c. Human resources and equality

There are no direct human resource or equality implications at this stage.




d. Timescale for implementation and risk factors

Monitoring of the Corporate Performance Scorecard is ongoing throughout the year.

7. Background Papers:

None

Report Author: Craig Watts ext. 2419 crwatts@castlepoint.gov.uk



Key	
	More than relative 10% below target
	Less than relative 10% below target
	On or above target

Appendix 1 Corporate Scorecard 2017/18 (Public Health & Wellbeing)

Quarter 1: 1st April 2017 to 30th June 2017



Note: All performance values are cumulative (i.e. from 1st April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q1 Value 2016/2017	Q1 Value 2017 / 2018	Target	Trend	Status	Comments
EH2 Percentage of food premises that are awarded a score of at least 3 on the food hygiene rating scheme. Service Manager: Environmental Health Operational Manager	90%	90%	90%	↔		A total of 442 of 512 food premises are eligible and rated under the Food Hygiene Rating Scheme. 400 of 442 (90%) eligible premises were classified as being 'broadly compliant' with food regulations (3* under the scheme).
HO Percentage of Households threatened with homelessness and in priority need and for whom homelessness was prevented against the total who sought assistance. Service Manager: Housing Options Manager	60%	85%	80%	↑		This is indicative of increasing focus on preventing people from getting homeless and is a good result above target.

Corporate Scorecard 2017/18 (Environment)

Quarter 1: 1st April 2017 to 30th June 2017

Note: All performance values are cumulative (i.e. from 1st April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q1 Value 2016/2017	Q1 Value 2017 / 2018	Target	Trend	Status	Comments
OPS4 Percentage of Household Waste Recycled Service Manager: Operational Services Manager	25%	23.3%	Annual Target 25%	↓	⚠	The combined percentage of waste recycled or composted currently exceeds the target of 49%.
OPS 5 Percentage of Household Waste Composted (including food waste) Service Manager: Operational Services Manager	29%	27.8%	Annual Target 24%	↓	✅	The combined percentage of waste recycled or composted currently exceeds the target of 49%.
SS2 Percentage of streets inspected which are deemed to be unsatisfactory using Code of Practice for Litter and Refuse methodology. Service Manager: Contracts Manager	9.8%	9.7%	Less than 10%	↔	✅	Levels of litter have stayed below 10%, although there was a slight peak in May where the changes to Refuse and Recycling rounds in the Borough caused a bit of confusion with residents.

PI Code & Short Name	Q1 Value 2016/2017	Q1 Value 2017 / 2018	Target	Trend	Status	Comments
ENV 4 Flytips removed within one working day Service Manager: Contracts Manager	99%	100%	90%	↔	✓	The number of fly tips rose in June over the previous months, and we have noted a slight increase in the levels of green waste being fly tipped, this will need to be monitored. All fly tips have been removed within contract spec.
SS4 Number of rectification and default notices served in relation to Highway Grass Verge cutting. Service Manager: Contracts Manager	13	1	Under 50	↔	✓	There was 1 default served for failure to adhere to the contract specification, this was within an Open Space.
SS5 Percentage of Rectification Notices served in relation to Highway Grass Verge cutting rectified within 72 hours. Service Manager: Contracts Manager	100%	100%	90%	↔	✓	The default served was rectified within 72 hours.

Corporate Scorecard 2017/18 (Transforming our Community)

Quarter 1: 1st April 2017 to 30th June 2017

Note: All performance values are cumulative (i.e. from 1st April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q1 Value 2016 / 2017	Q1 Value 2017 / 2018	Target	Trend	Status	Comments
HOS1 Overall tenant satisfaction with repairs and maintenance. Service Manager: Housing Services Manager	95.1%	94.3%	97%	↔	⚠	Performance is slightly below target in Q1. This represents 1 respondent that was dissatisfied and 2 respondents that were neither satisfied not dissatisfied. Relevant jobs will be addressed with the contractor at the next contract meeting.
HOS6 Average Void Turnaround Time. Service Manager: Housing Services Manager	23 Days	18 Days	21 Days	↑	✅	Focus on this area with officers and contractors continues to drive up performance.

PI Code & Short Name	Q1 Value 2016 / 2017	Q1 Value 2017 / 2018	Target	Trend	Status	Comments
DC2 to DC4: Percentage of planning applications processed within target time limits for major, minor and other applications Service Manager: Planning & Development Enforcement Manager	88%	100%	Major 60%	↑	✓	All targets exceeded and strong trend of improvement.
	86%	97%	Minor 65%	↑		
	91%	100%	Other 80%	↑		
Percentage of Building Control applications processed within statutory time limits.	100%	100%	100%	↔	✓	All applications processed within time limits.

Corporate Scorecard 2017/18 (Efficient & Effective Customer Services)



Quarter 1: 1st April 2017 to 30th June 2017

Note: All performance values are cumulative (i.e. from 1st April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q1 2016/17 Value	Q1 value 2017 / 2018	Target	Trend	Status	Comments
Percentage of Stage 2 complaints responded to within target time.	100%	100%	100%	↔	✓	The number of complaints at stage 2 remains at a low level.
FC1 Percentage of calls taken from customers by First Contact that are dealt with without the need to transfer to the back office Service Manager: Revenues & Benefits Transformation Manager	94.1%	95.9%	Annual Target 94%	↑	✓	The First Contact service continues to maintain strong performance in this area.
Average number of days Sickness absence per FTE staff for all Council Services (rolling year) Service Manager: Human Resources Manager	7.2 Days	8.7 Days	7 Days	↓	●	Current level of sickness is low, the rolling year figure is above target because there were high levels of sickness in July, Aug & Sept last year.

CABINET

20th September 2017

Subject: Budget and Policy Framework for 2018/19

Cabinet Member: Councillor Stanley – Finance, Policy and Resources

1. Purpose of Report

This report sets out the proposed Budget and Policy Framework for 2018/19. It takes account of the requirements of the Constitution, the Financial Planning Strategy and statutory requirements for calculating the budget requirement and setting the Council Tax.

2. Links to Council's priorities and objectives

The agreement of the Budget and Policy Framework provides the Council with a robust framework to improve services to residents by directing resources towards the Council's priorities.

3. Recommendation

That the proposed Budget and Policy Framework for 2018/19 is approved.

4. The Budget and Policy Framework

4.1 The Council's business planning framework consists of a number of plans and strategies. These provide the mechanism through which the Council establishes its aims and objectives. Each plan or strategy should identify how the aims and objectives will be achieved and monitored as well as provide the link between Council services and financial plans. A list of the Council's corporate outward and inward facing plans and strategies is shown in Annexe B to this report.

4.2 The Council's budget framework is set out at Annexe A. It is based on the requirements of the Financial Planning Strategy. The key steps in the budget process can be summarised as follows:

- draft Service Action Plans;**
- draft budgets prepared on a no growth basis (current service action plans);**
- identification of growth and efficiency savings (options) linked to Council priorities; corporate and service planning revised to reflect latest community feedback, user feedback, initial issues raised by new government initiatives, as well as the development of Improvement Plans and the Asset Management Plan;**

- interpretation of government announcements in respect of acceptable council tax rises and provision of funding;
- Service Action Plan challenge meetings with Cabinet members
- agreement of final Service Action Plans;
- Budget and Council Tax setting at Full Council.

5. Consultation

- 5.1 The Council will publish the Policy and Budget Framework for 2018/19.
- 5.2 The subsequent period up to the February Council meeting will be available for final policy considerations by Members.

6. Corporate Implications

There are no new financial or human resource and equality implications arising from this report.

a. Legal implications

This report is authored by the Head of Resources in her capacity as the Council's Section 151 officer – the officer appointed to have responsibility for the Council's financial administration.

7. Timescale for implementation and risk factors

The Council should approve the proposed Budget and Policy Framework so that it can be available for public consultation in accordance with the Council's constitution. The approval of the framework also ensures that there are clear accountabilities and timescales in place.

8. Conclusion

Cabinet are requested to approve the proposed Budget and Policy Framework.

Background Papers:

Constitution

Policy Framework and Budget Setting for 2017/18

The Budget Framework for 2017/18

No.	Activity	Date
1.	Produce analysis of needs information and national issues based on latest socio-economic profiling, national legislative framework and any consultation data	October 2017
2.	Priority discussion with Executive Management Team (EMT)	October 2017
3.	Develop Service Action Plan template and distribute to managers setting out timescale for completion For completion by end November 2017	October 2017
4.	Formation of efficiency savings options linked to Council priorities and identified through Service Action Planning process	November 2017
5.	Draft budget prepared on a “no growth” basis (current service action plans)	October 2017 - January 2018
6.	Consideration of government announcements in respect of acceptable levels of council tax increase and provision of grant funding to the Council	October 2017 - January 2018
7.	Draft Service Action Plans and Directorate plans reviewed and finalised by Departmental Management Team	December 2017
8.	Clarification of priorities, objectives and project work streams with Chairs of Policy and Scrutiny Committees.	January 2018
9.	Draft Directorate Plans reviewed by the Head of Performance and Service Support in liaison with respective Heads of Service	January 2018
10.	Budget option appraisal with Cabinet members	November 2017 - January 2018
11.	Service Action Plan challenge by respective Cabinet Member	February 2018
12.	Cabinet makes final recommendations to Council on: <ul style="list-style-type: none"> • Corporate priorities • Treasury Management Strategy Statement • Investment Strategy • Prudential indicators • The robustness of budgets • Adequacy of reserves • The budget (revenue and capital) and Council Tax <i>The Cabinet will now make its recommendations on the</i>	February 2018

Annexe A

	<i>allocation of financial resources to services</i>	
13.	Cabinet agrees HRA budget and sets rent levels <i>Council to delegate full powers to the Cabinet. HRA budget subject to compliance with legal and prudential guidelines</i>	February 2018
14.	Council makes statutory budget calculations and sets Council Tax <i>Council will consider the recommendations from Cabinet and will make final decisions</i>	February 2018
15.	Service Action Plans approved by respective Cabinet Member	March 2018

Policy Title	Brief Description	Statutory or Local (S/L)	Responsible Officer	Last update	Next update due including impact appraisals	Which officer group to approve	Which member / partner group approves	How is compliance monitored
Local Development Scheme (part of Local Development Framework)	<p>Enables interested parties to find out about the Council's Planning Policies.</p> <p>Sets out a timetable and key milestones for the preparation of documents for the LDF.</p> <p>Shows how the preparation of the LDF will be resourced.</p>	S	Steve Rogers	Mar-16	Mar-18	EMT	Cabinet	The Planning and Compulsory Purchase Act 2004 requires the production of an Annual Monitoring Report, setting out how we are performing in delivering the programme set out in the Local Development Scheme.
Local Plan 1998	Sets out the policies for achieving a balance between appropriate development opportunities and the protection and enhancement of the built and natural environment.	S	Steve Rogers	Nov-98	The list of saved policies will be superseded once the New Local Plan is in place	EMT	Full Council	Each relevant planning decision must indicate compliance with the Local Plan.
Statement of Community Involvement (SCI) (part of the Local Development Framework)	Enables local communities to know how and when they will be involved in the preparation of planning policy documents and how they will be consulted on planning applications.	S	Steve Rogers	Oct-14	Oct-19	EMT	Full Council	Each relevant planning decision must indicate compliance with the SCI. Each policy document must indicate compliance with the SCI.
New Local Plan (part of the Local Development Framework)	Sets out a strategic policy to direct the pattern of development within Castle Point over the period 2014 – 2031, and the development management policies required to ensure that planning decisions secure this pattern of development.	S	Steve Rogers	Currently being prepared in accordance with timetable in Local Development Scheme	May 2022 assuming adoption in May 2017	EMT	Full Council	Each relevant planning decision must have regard to the New Local Plan once adopted.
Canvey Town Centre Master Plan SPD (part of Local Development Framework)	Sets out a plan for the regeneration of Canvey Town Centre that seeks to improve sustainability on Canvey Island generally by providing local residents with a high quality town centre that meets their shopping, leisure and community needs and provides new jobs and home.	L	Steve Rogers	Jan-10	May 2017 following adoption of New Local Plan	EMT	Full Council	Each relevant planning decision must have regard to the Canvey Town Centre Master plan once adopted.
Hadleigh Town Centre Master Plan	Sets out a plan for the regeneration of Hadleigh Town Centre that seeks to improve sustainability of Hadleigh generally by providing local residents with a high quality town centre that meets their shopping, leisure and community needs and provides new jobs and homes.	L	Steve Rogers	Jun-11	May 2017 following adoption of New Local Plan	EMT	Full Council	Each relevant planning decision will have regard to the Hadleigh Town Centre Master plan
Developer Contributions SPD (part of the Local Development Framework)	Sets out requirements for the provision of Section 106 Contributions towards affordable housing and other infrastructure requirements related directly to the impacts of development, as part of planning applications.	L	Steve Rogers	Oct-08	May 2017 following adoption of Community Infrastructure Levy	EMT	Cabinet	Each relevant planning decision must have regard to the Developer Contributions SPD.

Policy Title	Brief Description	Statutory or Local (S/L)	Responsible Officer	Last update	Next update due including impact appraisals	Which officer group to approve	Which member / partner group approves	How is compliance monitored
Community Infrastructure Levy Charging Schedule (part of the Local Development Framework)	Sets out a financial charge applicable to new development proposals in order to pay for local infrastructure improvements. The charge may be varied depending on the class of development. The levy may not be applied to certain developments e.g. Affordable Housing and applications made by Charitable organisations.	S	Steve Rogers	Currently being prepared in accordance with timetable in Local Development Scheme	May 2020 assuming adoption in May 2017	EMT	Full Council	Each relevant planning decision will trigger a requirement for a CIL payment to be made at the commencement of development.
Essex Vehicle Parking Standards SPD (part of Local Development Framework)	Sets out requirements for the provision of parking for new development proposals.	L	Steve Rogers	Jul-10	May 2017 following adoption of New Local Plan	EMT	Cabinet	Each relevant planning decision must have regard to the Essex Vehicle Parking Standards SPD.
Residential Design Standards SPD (part of Local Development Framework)	Sets out design requirements for residential development proposals.	L	Steve Rogers	Nov-12	May 2017 following adoption of New L Plan	EMT	Cabinet	Each relevant planning decision must have regard to the Residential Design Standards SPD once adopted.
Sub Regional Housing Strategy	Developed, monitored and implemented by LAs and RSLs in the TGSE sub region to ensure delivery of 3 key priorities that are consistent with the regional and national housing agenda: managing future growth, meeting the needs of vulnerable groups, investing in the housing stock. Aims to do this by strong partnership working between the LAs and RSLs in the sub-region and a range of other public, private and voluntary sector agencies.	L	Craig Watts	Apr-12	Apr-16	TGSE Housing Group	TGSE Member Group	Action plan monitored on a quarterly basis at the TGSE Housing Group meetings.
Housing Strategy					In progress			
Leisure and Recreation Strategy	Overarching document detailing the needs of the community and how leisure and recreation provision can assist in meeting these needs and improve health and well being.	L	Trudie Bragg	New Strategy agreed in December 2014	Annual review of action plan and objectives December 2017	EMT	Cabinet	Action plan progress reported to Cabinet twice a year.
Environmental Health – Statement of Enforcement Policy	This Statement outlines the enforcement policy of Environmental Health Services	S	Trudie Bragg	Apr-17	Apr-19	EMT	Cabinet	Sample monitoring of EH cases to check compliance with policy statement
Food Safety – Additional Statement of Enforcement Policy	This Statement outlines the enforcement policy for food safety	S	Trudie Bragg	Apr-17	Apr-19	EMT	Cabinet	Sample monitoring of food safety cases/inspections to check compliance with policy statement
Disabled Facilities Grants	This policy document sets out how the Council will use its resources to help those who need disabled adaptations and how decisions will be made about the help that it gives.	S	Trudie Bragg	Apr-13	Dec-17	EMT	Cabinet	Grant applications processed in accordance with policy. Management checks to ensure compliance.

Policy Title	Brief Description	Statutory or Local (S/L)	Responsible Officer	Last update	Next update due including impact appraisals	Which officer group to approve	Which member / partner group approves	How is compliance monitored
Community Safety Partnership Plan	<p>Achieving a sustainable reduction in crime within the Borough both by tackling crime and by identifying and addressing its causes.</p> <p>Ensuring crime and disorder does not have a disproportionate impact on vulnerable groups.</p> <p>Tackling specific crime and disorder problems and problem areas.</p>	S	Mel Harris	Jul-17	Annual reviews – next due July 18	EMT Through the Castle Point & Rochford Community Safety Partnership (CSP)	Council/Joint LSP Executive	<p>Progress monitored by a number of partners in the CSP.</p> <p>Any hot spots identified result in setting up multi agency groups tasked with problem resolution.</p>
Constitution	<p>Describes how the Council does business includes:</p> <p>Procedural rules for access to information; budget and policy framework; overview and scrutiny; financial; officer employment and contracts.</p> <p>Protocols for Planning and the Monitoring Officer.</p> <p>Codes of conduct for Planning matters; Staff and Members.</p>	S	Andrew Smith	May-17	May-18	Chief Executive / Monitoring Officer	Council	The documents forming the Council's Constitution together set out the key procedures used to conduct the Council's business. As such they form the basis for all internal control processes.
Contract Procedural Rules – see also Constitution	Describes how the Council does business on matters relating to the placing and letting of contracts.	S	Fiona Wilson	May-16	May-18	CMT	Cabinet	The documents forming the Council's Constitution together set out the key procedures used to conduct the Council's business. As such they form the basis for all internal control processes.
Financial Procedure Rules and Detailed Financial Regulations – see also Constitution	Describes how the Council does business on financial matters.	<p>S – Procedure Rules</p> <p>L – Detailed Regulations</p>	Chris Mills	Mar-17	Mar-18	CMT	<p>Council</p> <p>Detailed Regulations Delegated</p>	The documents forming the Council's Constitution together set out the key procedures used to conduct the Council's business. As such they form the basis for all internal control processes.
Budget and Policy Framework – see also Constitution	<p>Describes the procedures and principles used by the Council to establish and/or vary a budget and policy framework.</p> <p>Incorporates Financial and Capital Strategy from Feb 2012.</p>	S	Chris Mills	Feb-17	Feb-18	EMT	<p>Cabinet</p> <p>Council</p>	The documents forming the Council's Constitution together set out the key procedures used to conduct the Council's business. As such they form the basis for all internal control processes.
Equality Scheme 2014-2019	Describes the way in which the Council deals with equality and diversity in its corporate activities and the delivery of services.	S	Fiona Wilson	Mar-14	Mar-19	EMT	Cabinet	<p>Operational Management Team & Service Management Teams.</p> <p>Annual reports to Cabinet (March)</p>

Policy Title	Brief Description	Statutory or Local (S/L)	Responsible Officer	Last update	Next update due including impact appraisals	Which officer group to approve	Which member / partner group approves	How is compliance monitored
Risk Management (RM) Policy and Strategy	<p>Sets out how the Council will:</p> <p>maintain robust risk management arrangements that make a positive contribution towards the achievement of its corporate priorities and objectives and maximise the opportunities to achieve its vision</p> <p>proactively manages key external and internal risks, promoting the principles of effective risk management throughout the organisation.</p>	L	Linda Everard	Mar-10	In progress EMT		Audit Committee	<p>Through periodic reporting each year to EMT and Audit Committee.</p> <p>Actions in service / departmental risk registers monitored quarterly through service plan reporting and updates on the corporate risk register get reported to CMT quarterly and Audit Committee half yearly</p>
Whistle blowing Policy	Sets out the Council's arrangements whereby any serious concerns that employees, workers or contractors have about any aspect of service provision or the conduct of Officers or Members of the Council or others acting on behalf of the Council can be reported under the Whistle blowing Policy	L	Barbara Cree	Jan-16	Jan-19 EMT		Executive Management Team	Through periodic reporting to Chief Executive & review of governance arrangements
Fraud and Corruption Policy, Strategy & Prosecution Policy	<p>Sets out the Council's approach to ensuring it as:</p> <p>Appropriate arrangements in place to manage the risk of fraud and corruption well in advance of any occurrence that are in line with relevant good practice guidance</p> <p>Cost effective arrangements in place to identify and investigate any such concerns when they arise.</p>	L	Incorporated into an arrangement with Thurrock Council for the provision of fraud services.	Dec-14	Dec-16 EMT		Audit Committee	Through periodic reporting to EMT and Audit Committee.
Anti Money Laundering Policy	Sets out the action the Council will take to mitigate the risk that money could be laundered through its systems	L	Chris Mills	Jan-17	Jan-19 EMT		Audit Committee	Through periodic reporting to EMT and Audit Committee.
Procurement & Commissioning Policy	Defines the Council's policy objectives, the strategy to deliver these and supporting principles. Procurement is defined as the acquisition of goods, services and construction projects from third parties.	L	Chris Mills	Mar-16	Mar-18 CMT		Cabinet	Through setting and monitoring performance targets and by measuring performance against Action Plan milestones.
VFM Strategy	<p>How we will achieve VFM by:</p> <p>Making improvements across the board, but targeting those who rely on our services the most.</p> <p>Embracing diversity and equality principles in all our actions.</p> <p>Being a customer focussed organisation.</p>	L	Chris Mills	Sep-17	Sep-19 CMT		Cabinet	Through monitoring performance against Action Plan targets.
RIPA Policy Statement	To reduce the risk of breaching human rights and to assist staff involved in interception and surveillance activity in complying with the requirements of the Regulation of Investigatory Powers Act (RIPA) 2000.	S	Fiona Wilson	May-17	May-19 CMT		Cabinet	Through OMT

Policy Title	Brief Description	Statutory or Local (S/L)	Responsible Officer	Last update	Next update due including impact appraisals	Which officer group to approve	Which member / partner group approves	How is compliance monitored
Disposal of Council Owned Land	Sets the policies, principles and procedures to be followed when considering whether Council owned land should be disposed of or retained for service provision.	L	Fiona Wilson	Jul-14	Dec-17	CMT	CMT	Through OMT and review of files by Legal prior to sale.
Health & Safety Policy Statement and Strategy	This is a declaration of the Council's intent to establish a safe and healthy working environment for all of its undertakings.	S	Simon Llewellyn	May-17	Apr-18	EMT	CMT Audit Committee - challenge	Health and Safety Consultation process, Health and Safety Executive inspections, Internal and external audit. Reviewed by Health and Safety Manager/Head of Audit.
Health and Safety Consultation	Outlines process for consultation with staff on health and safety issues	S	Simon Llewellyn	Apr-17	Apr-19	EMT	CMT Audit Committee - challenge	Health and Safety Consultation process, Health and Safety Executive inspections, Internal and external audit. Reviewed by Health and Safety Manager/Head of Audit.
Partnership Strategy	Outlines the process for monitoring partnerships undertaken by the Council	L	Mel Harris	Mar-09	Under review and update	EMT	LSP Executive	By monitoring progress against targets in Service Plan.
Treasury Management and Investment Strategies	Covers the management of the Council's cash flows, its banking, borrowing and investment activities; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.	S	Chris Mills	Feb-17	Feb-18	EMT	Cabinet	Regular monitoring by Financial Services Manager. Reports to Cabinet regarding compliance with Prudential Indicators. Report to Council on performance for preceding year.
Information and Communication Strategy (ICT)	This ensures that the IT systems and infrastructures support the business objectives. It covers the planning of new systems, their procurement, and the management and control of implemented systems. It sets out the organisation and management structures, and where responsibilities lie.	L	Barrie Delf	Dec-16	Dec-18	CMT	TBA	Monitoring of contract with outsourced provider. Post Implementation Reviews. Change Control Notice procedure.
Asset Management Plan	Sets out how the Council maintains its corporate assets (land and buildings) in a condition that is fit for the purpose of delivering services to the community and how it will respond to any changes in the way assets need to be used to provide services.	L	Jarl Jansen	Mar-16	Mar-18	EMT	Cabinet	Progress in action plan implementation monitored by; EMT, Cabinet and OMT. Significant changes will be reported to Cabinet.
Business Continuity Plan	Generic guidance on how the Council may deal with a major corporate incident which restricts the normal day-to-day running of its business.	S	Jarl Jansen	May-17	Mar-19	Strategic Director-Civil Contingencies Coordinator	EMT	Plan suitability and development monitored through internal EP/BC meetings with the Strategic Director (Civil Contingencies Coordinator) Internal document only
Emergency Plan	Generic guidance on the roles and responsibilities processes and procedures for dealing with a major incident/ emergency that may affect the Borough of Castle Point.	S	Jarl Jansen	Nov-14	Nov-17	Strategic Director-Civil Contingencies Coordinator	EMT	Plan suitability and development monitored through EP/BC meetings with the Strategic Director (Civil Contingencies Coordinator)

Policy Title	Brief Description	Statutory or Local (S/L)	Responsible Officer	Last update	Next update due including impact appraisals	Which officer group to approve	Which member / partner group approves	How is compliance monitored
HR Strategy	<p>Establishes workforce planning to ensure adequate staff resources and succession planning.</p> <p>Aims to attract and retain high calibre candidates for employment.</p> <p>Train and develop staff to maximise their potential</p> <p>Offer equality of opportunity to all staff and recognise the benefits of diversity.</p>	L	Barbara Cree	Mar-16	Mar-18 EMT	EMT	Cabinet	Through the workforce plan.
Project Management Strategy	<p>Defines the Council's Project Management objectives and the principles used in the delivery of the Council's projects.</p> <p>Key operational aspects to be incorporated into 'How it Works' Guidance.</p>	L	Craig Watts	Mar-14	Mar-18 CMT	EMT / Audit Committee Challenge	EMT / Audit Committee Challenge	Through EMT
Communication Strategy	Shows how the Council will work closely with other organisations in the borough to achieve a free flow of appropriate information between the Council and its stakeholders, including staff, councillors, residents, businesses, partners and other service users. An appendix to the Customer First Strategy	L	Ann Horgan	Jun-12	Dec-17 CMT	EMT	EMT	Reports on progress to CMT, undertaking surveys and media monitoring exercises.
Customer First Strategy	How the Council aims to serve customers better and reach and serve more people in more ways in more accessible forms, locations and at more convenient times.	L	Edwina Mosuro	Jul-12	Dec-17 CMT	EMT	EMT	Through Service Management Teams and Operational Management Team
Risk Based Verification Policy	Sets out the Council's approach to verification for Housing Benefit and Local Council Tax Support claims.	L	Edwina Mosuro	Feb-17	Feb-18 S151 & Internal Audit	Cabinet	Cabinet	Through monthly checks undertaken and reported within the service, ad hoc Internal Audits, and the annual Subsidy Claim Audit.
Complaints Policy	Sets a clear framework so that complaints are dealt with efficiently and effectively to ensure that customers have confidence in the way that complaints will be handled. An appendix to the Customer First Strategy	L	Ann Horgan	Sep-15	Sep-18 EMT	Executive Management Team Audit Committee	Executive Management Team Audit Committee	Referrals from Councillors, MPs and the Local Ombudsman. Review by Head of Governance of cases that reach Stage 2.
Corporate Plan	Sets out the Council's Objectives and key milestones and targets. Also includes an annual report on progress towards achieving aims.	L	Craig Watts	Sep-16	Dec-17 EMT	Cabinet / Full Council	Cabinet / Full Council	Highlight Reports to CMT; Corporate Scorecard and update reports to Cabinet.
Affordable Rent Policy	Sets out the approach to charging affordable rents for any new Council homes acquired.	L	Craig Watts	Jun-17	Sep-18 EMT	Cabinet	Cabinet	Annual review by Head of Service
Housing Asset Management Plan	Sets out the approach to maximising the use of Housing owned Assets.	L	Craig Watts	New	Nov-17 EMT	TBA	TBA	Through integration of action planning with service plans and via Highlight Reporting to CMT.

CABINET

20th September 2017

Subject: Authority to represent the Council

Cabinet Member: Councillor Stanley – Finance, Policy and Resources

1. Purpose of Report

The purpose of this report is to approve the authorisation to allow a member of the Council's Law Team presently employed by the Council to represent the Borough Council in proceedings before the Magistrates' Court and County Court.

2. Links to Council's Priorities and Objectives

This report is linked to the Council's 'Efficient and Effective Customer Focused Services' priority.

3. Recommendations

That the following member of the Law team be authorised to appear before the Magistrates' Court and County Courts to represent the Borough Council in legal proceedings pursuant to Section 223 Local Govt Act 1972 and Section 60(2) County Courts Act 1984:-

Miss Naomi Halliday – Trainee Solicitor

4. Background

Solicitors who are employed by the Council have automatic rights of audience to appear before the Courts to represent the Council and un-admitted legal staff who are undergoing training to obtain legal qualifications may also appear and represent the Council provided they are specifically authorised to do so by the Council.

5. Proposals

It would be beneficial for the Council to allow its trainee solicitor to appear to represent the Council in legal proceedings before the Courts and the appropriate authorisation would also allow for the proper training and development of this staff member.

It is proposed that the trainee solicitor be authorised to appear to represent the Council in legal proceedings before the Courts pursuant to Section 223 Local Govt Act 1972 and Section 60(2) County Courts Act 1984.

6. Corporate Implications

(a) Financial Implications

In some circumstances where no other solicitor or legal officer employed by the Council is available it may be necessary to incur extra costs by instructing Counsel or a solicitor agent to represent the Council at Court.

(b) Legal Implications

Without authorisation from the Council the trainee solicitor employed by the Council is unable to appear before the Courts to represent the Council in legal proceedings.

(c) Human Resources and Equality Implications

It would assist the management of the Council's legal services for the trainee solicitor to be authorised to represent the Council at Court.

(d) IT and Asset Management Implications

There are none to be addressed by this report.

7. Timescale for implementation and Risk Factors

The proposal will be implemented as soon as it is approved by the Cabinet.

8. Background Papers

None.

Report Author:

Fiona Wilson – Head of Law

CABINET

20th September 2017

**Subject: Report on the Environment Policy & Scrutiny Committee
31.8.2017**

Cabinet Member:

- 1. Purpose of Report**
To inform Cabinet of the outcome of the meeting of the Environment Policy and Scrutiny Committee held on 31st August 2017.
 - 2. Links to Council's Priorities and Objectives**
The reports has links to the environment priority and efficient and effective customer focused services
 - 3. Recommendations**
To note the report and accept the recommendations
-

- 4. Background**
At the request of the Chairman of the Environment Policy and Scrutiny Committee in consultation with the Cabinet Member for Environment and Leisure a meeting was arranged to:-

To consider and review the arrangements for the security, protection and management of public open spaces. This was in the context of the recent incursion of travellers on Canvey sea front in July.

The Cabinet Member for Neighbourhoods and Safer Communities had also asked if the Council's response through the Essex Traveller Unit could be assessed.

The Environment and Scrutiny Committee also considered its work programme for future meetings.

- 5. Protection of Public Open Spaces – Travellers Incident July 2017**
The Operational Services Manager briefed the Committee on the incident on 26.7.2017 when Travellers had gained access through a gap in bollards protecting the Eastern Esplanade on Canvey seafront. This was unfortunate as the service had already identified the weakness in the security of the area

and an order had been placed for bollards to be installed to remedy this and protect the area.

The Committee was informed that the incident was reported immediately to the Essex Traveller Unit for action to remove the Travellers.

The Committee was briefed on the arrangement with the Essex Traveller Unit and the actions taken.

Castle Point Borough Council had joined as a partner in the Essex Countywide Traveller Unit (ETU) on 1st May 2015. The Unit comprises the majority of councils in Essex (only 3 councils were not part of the unit - Harlow Epping and Southend) and commenced formal operation in October 2012. There was a governing body in the form of a Joint Committee with representation from all councils, the Police, Fire and Rescue Service and Public Health England. The Unit has dedicated staff and police tactical support.

Membership of the Unit had increased the powers available to the Council to take action to deal with unauthorised encampments in Castle Point and assisted with the response and legal measures available to the Council to remove travellers from council owned land by improving the intelligence and accessing specialist police support. The current annual subscription was £ 6,786.

Under the process followed by the Essex Traveller Unit from initial report to a clear site is 7 working days (unless a period of stay is agreed).

The actions taken in dealing with the event on 26.7.2017 were as follows:

- Report was received of the incursion(13 caravans) on Wednesday evening 26.7.2017
- Reported to ETU on 26.7.2017
- Referred to ETU 27.7.2017
- ETU visit and assess 27.2017
- Direction to Leave served 28.7.2017
- Travellers leave 29.7.2107

In the recent incident on Canvey Esplanade site and the earlier incident in May 2017 when travellers had camped on land at Roscommon Way on that occasion both sites were cleared the day after the direction to leave was served.

The Committee acknowledged that the protocol with Essex Traveller Unit had worked well.

In response to a question Members were advised that they should not take direct action themselves and approach Travellers but refer the matter to the office or out of hours' service for attention.

Members were also encouraged to reassure residents that arrangements were in place to remove Travellers as soon as possible.

With regard to security arrangements for public open spaces a number of open spaces were protected by bollards; knee railing and barriers to deter access. However it was impractical to fully secure public open space from incursion.

In response to questions the Committee was informed that the ETU was able to provide valuable intelligence concerning the movement of travellers so that arrangements could be made to lock down vulnerable council owned land.

The Committee agreed the following recommendations:

- a. To note the arrangements for the protection of public open space.
- b. That it is impractical to fully secure public open space from incursion consequently it is important to have an effective and reliable means of securing possession of the land in the event of an incursion.
- c. To endorse the use of the Essex Traveller Unit.

6. Environment Policy & Scrutiny Work Programme

The Committee supported the Chairman's suggestion that the Committee should undertake a six month review of the operation of the New Green Waste Collection Service. The Head of Environment gave an update on the new service and informed the Committee of adjustments which had been made to collection arrangements to address recent complaints.

Report Author:

Ann Horgan – Scrutiny Officer